



## STATE DEPARTMENT OF EDUCATION

P.O. BOX 83720  
BOISE, IDAHO 83720-0027

TOM LUNA  
STATE SUPERINTENDENT  
PUBLIC INSTRUCTION

### CERTIFICATION RENEWAL PILOT PROJECT

Application to renew your certificate must be made **before** its expiration for it to remain valid. You bear the total responsibility of ensuring that a timely and complete renewal application is submitted. When submitting your renewal application to the State Department of Education's Teacher Certification office, you must include responses to all questions, your Social Security number, your signature and the appropriate fee(s) before the expiration of your certificate. Do not send cash through the mail. Returned checks will be subject to a \$20.00 collection fee.

#### Professional Development Requirements

Ongoing education is required for those who maintain certification in Idaho. Certificated personnel are required to complete six semester credit hours of professional development/continuing education requirements prior to renewal. A minimum of three credit hours must be verifiable via an official university transcript. Other credits completed via district-approved in-service must appear on a *Verification of In-Service* form. You are **NOT** required to submit verification of the six professional development credits with renewal application; however, the department will be auditing a minimum of 10 percent of teachers annually. You may receive a letter with your renewed certificate requesting the above-mentioned documentation. ***The Department will conduct random audits to ensure compliance with the continuing education requirements. If you are unable to provide the requested documentation, your renewed certificate will not be valid.***

#### Audits

Audits are conducted to ensure compliance with the continuing education requirements. Audits may be initiated anytime after you renew your certificate. By signing your renewal application and answering "Yes" to the question that you have met the six semester credit hours of continuing education requirements, you are certifying that you **have already obtained the required continuing education**. If you are audited, you must submit official transcripts as evidence of coursework from an accredited institution (a minimum of 3 credits) as well as proof of other professional development hours to total six credits completed during the validity period. You will have 60 days from the date on the audit letter to submit the proof.

**IF YOU HAVE NOT YET MET THE CONTINUING EDUCATION REQUIREMENT, DO NOT SUBMIT A RENEWAL APPLICATION INDICATING THAT YOU HAVE. Submitting a fraudulent application for licensure is grounds for discipline.**

Please mail applications to:

State Department of Education, ATTN: Clarice Lansbery  
PO Box 83720  
Boise, ID 83720-0027

If you have any questions about the Certification Renewal Pilot Project, please contact Clarice Lansbery in the Department's Teacher Certification office at (208) 332-6882 or [CLansbery@sde.idaho.gov](mailto:CLansbery@sde.idaho.gov).

**(Note: Professional development credits *started after September 1, 2008*, must be educationally related. For more information, please reference Idaho Board Rule; IDAPA08.02.02.060 .)**

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Office Location  
650 West State Street

Telephone  
208-332-6800

Speech/Hearing Impaired  
1-800-377-3529

Fax  
208-334-2228

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